

Document Services Clerk

77 City Centre Drive, West Tower, Suite 300, Mississauga, Ontario L5B 1M5 • 1.800.323.3781 • www.pallettvalo.com

Primary Function:

Responsible for performing full document coordination and administrative functions for lawyers/law clerks, law students and managers in accordance with instructions and general office policies and precedents. When working with legal departments, responsible to docket according to department practices or as instructed by lawyer.

Job Duties and Responsibilities:

- Processes legal administrative work received through Document Services intake, in an accurate and timely manner. This includes filing of documents both hard copy to paper files, and electronically in the DMS.
- Assists with opening files and prepares file jacket and accordion folders, labels, etc. as required, according to policy.
- Assists with closing files and prepares for off-site shipping according to policy.
- Transcribe dictations, voice mails, etc.
- Provides assistance as required to the firm's support services in business and people services.
- Provides vacation coverage for legal administrators.
- Provides back up coverage for reception and related duties including office supplies.

Use of Technology:

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- ProLaw, ACL and other legal software
- Document Management System

Education:

Completion of College legal administrative program.

Experience:

1 year of general office experience in a professional services environment.

If you are interested in the opportunity to join a successful, dynamic and growing organization, please forward your email to:

Attention:

GerryHolmes

Office/Human Resources Manager

gholmes@pallettvalo.com

We thank all applicants for their interest. Due to the high volume of applicants we receive, we are unable to respond to queries individually and only those selected for an interview will be contacted.

No agencies please.

Pallett Valo is committed to creating an inclusive and welcoming workplace for all individuals. Should you require any accommodation during the application, interview or onboarding processes, please contact Human Resources. Pallett Valo LLP will consult with the person making the request in determining the best accommodation, accessible format or communication support that can be provided.

We believe in equal opportunity and we are committed to meeting the needs of all individuals including individuals with disabilities, by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Pallett Valo LLP is the largest and one of the most respected law firms in Peel Region. We are a full service law firm providing businesses with legal services in Business Law, Commercial Litigation, Commercial Real Estate, Construction, Insolvency & Corporate Restructuring, Employment & Labour and Wills, Estates & Trusts.

The strength and talent of our people allow us to provide outstanding service to our clients. At Pallett Valo establishing a solid relationship built on trust with our employees, customers and the community is at the forefront. Our values of Excellence, Integrity and Respect are woven into the fabric of who we want to be as an organization to our employees and in how we service our clients.